



City of Riverside, California
Personnel Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: II-9 Effective Date: 07/02

SUBJECT: MISCELLANEOUS LEAVE COMPENSATION

PURPOSE:

To define the City of Riverside's policy and procedure with regard to a variety of leave types relating to domestic violence, voting, school visits, religious purposes, and emergency volunteers in accordance with state and federal laws.

POLICY:

The City of Riverside, in accordance with state and federal laws, will allow employees time off from work (paid/unpaid as defined below), with reasonable notice, for the following purposes:

1. Domestic Violence Victim Leave

Leave may be requested by employees who are victims of domestic violence and who need time off from work to seek medical attention; to obtain services from a domestic violence shelter, program, or rape crisis center; to obtain psychological counseling; or to participate in safety planning or relocation.

Leave may be requested by employees who are victims of domestic violence who need time off from work to seek a temporary restraining order or other injunctive relief to help ensure the health, safety, or welfare of the employee or the employee's child.

The employee must give reasonable advance notice of his or her intention to take time off for the above purposes, unless advance notice is not feasible, in which case the City may thereafter require written proof of the need for leave.

Unless prohibited by a collective bargaining agreement, employees may utilize their accrued vacation or compensatory time, or if they don't have time available, they may take unpaid time off without pay.

An employee may not be disciplined for taking off such time in accordance with this policy.

2. School Visit Leave

Leave may be requested by employees who are parents, grandparents having custody, or guardians of children in kindergarten, grades 1-12, or attending a licensed child day care facility to visit their child's school or licensed day care facility. Such employees may take up to 40 hours of leave per year, but may not take more than 8 hours in any calendar month. Unless otherwise provided by a collective bargaining agreement, the employees must use any

accrued vacation or compensatory time for this purpose. If no vacation or compensatory time is available, time off without pay may be used. The City may require an employee to provide documentation from the school or licensed day care facility as proof of the visit.

Leave may be requested by employees who are parents or guardians of a child suspended from public school to attend a portion of a school day in the child's classroom, if the school has asked the employee to do so. Employees may utilize their accrued vacation or compensatory time, or if they don't have any time available, they may take unpaid time off without pay.

An employee may not be disciplined for taking off such time in accordance with this policy.

3. Religious Leave

Leave may be requested by employees who require time off from work due to the existence of a conflict between the employee's religious practices and the City's job requirements. Such leave is considered an accommodation of an employee's religious beliefs. Such accommodation may not create an undue hardship on the City. In accordance with law, any accommodation for religious beliefs that requires the City to bear more than a de minimis cost is considered a hardship. Temporary flexible work schedules, if not an undue burden on the City, may be considered. Employees may utilize their accrued vacation or compensatory time, or if they don't have any time available, they may take time off without pay.

4. Volunteer Firefighter Leave

Leave may be requested by employees to perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue person. This provision does not apply to the Police Department, the Fire Department, or any other department of the City that is considered a public safety agency or provider of emergency medical services, if the City or respective department determines that the employee's absence would hinder the availability of public safety or emergency medical services. Employees may utilize their accrued vacation or compensatory time, or if they don't have any time available, they may take time off without pay.

An employee may not be disciplined for taking off such time in accordance with this policy.

5. Serving as an Election Officer

Leave may be requested by employees who take time off work to serve as an Election Officer for local, special or statewide elections. Employees may utilize their accrued vacation or compensatory time, or if they don't have any time available, they may take time off without pay.

An employee may not be disciplined for taking off such time in accordance with this policy.

6. Voting Leave

Employees who require time off from work when they do not have sufficient time outside of working hours to vote in a statewide election as a result of their regular working hours, may take up to two hours, with pay, in order to vote. This time will be paid as regular time. This time off must be taken at either the beginning or end of the employee's regular work shift, whichever will minimize time off. If the time taken exceeds two hours, the employee must use accrued vacation or compensatory time, or if they don't have any time available, they may use take time off without pay. Employees are encouraged to explore the options of absentee voting and electronic voting, where available.

PROCEDURE:

<u>Responsibility</u>	<u>Action</u>
Employee	<ol style="list-style-type: none"> 1. Presents to immediate supervisor as soon as possible, a request for time off, and to which leave type their request applies. Employees must provide two working days notice to their supervisor that time off for voting is needed. 2. <i>Correctly records time off in appropriate section on his/her time card.</i> 3. Furnishes documentation from court, prosecuting attorney, appropriate school facility, or voting facility.
Supervisor	<ol style="list-style-type: none"> 4. Approves time off. 5. Requests documentation from employee. 6. <i>Checks that time has been correctly reported.</i>